



JOB DESCRIPTION

Post:	MIDDAY ASSISTANT
Scale:	1 Point: 1 – 3
Contract:	7.08 hours per week, 5 days per week, 12.20 – 13.45pm (however this may change slightly)
Actual Salary:	£3,459.64 - £3,585.24pa
Responsible to:	Midday and Breakfast Club Leader/Headteacher

JOB PURPOSE

In school under the direction of the Head Teacher/Midday lead actively participate as part of a team involved in the supervision of pupils throughout the lunch period ensuring their safety, welfare and good conduct.

MAJOR TASKS

1. Ensure pupils are enjoying their lunch break.
2. Involve pupils in outside/inside activities.
3. Assist in the dining area and encourage pupils to eat their chosen meal or packed lunch.
4. To support the cleaning of the area after lunch where required.

JOB ACTIVITIES

1. To understand and comply with the Council's Equal Opportunities Policy.
2. To understand and comply with Health and Safety regulations.
3. To assist in maintaining discipline, deal with minor matters, report serious incidents to Head Teacher.
4. To be responsible for a group of pupils throughout the lunch period.
5. To encourage good eating practices, assist by cutting-up of food for younger age groups.
6. To administer simple first aid. Be aware of who the School's First Aid officer is.
7. To deal with minor accidents eg food spillages on floors and children, also sickness and younger pupils accidents with toileting.
8. To approach visitors entering school premises.
9. To perform occasional duties of a similar nature up to and including those in the same grade. In event of a dispute about any such duty, the normal trade union/management negotiations will take place and the status quo will apply until the matter is resolved.

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Confidentiality, Health and Safety & Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
- Be aware of all documents produced during the time at the school remaining the commercial documents of the school.
- To uphold and comply with the provision of the Health and Safety at Work Act 1974 and any other relevant Council Policies relating to Health and Safety at work.
- Ensure identification and familiarisation with all policies that cover procedures and processes for data protection;
- To understand data breaches, the reporting procedures and timescales for reporting;
- Ensure that data protection and risk management is an important and regular part of behaviour in school.

Equality of Opportunity

- As a member of school staff to take individual and collective professional responsibility for enforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors.
- To understand and comply with the Local Authority's Equal Opportunities Policy.

Other requirements:

- To have an up-to-date Enhanced DBS Disclosure.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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PERSON SPECIFICATION Midday Assistant

1. Experience

Essential

- Previous experience of working with children

2. Special Abilities/Aptitudes

Essential

- Able to relate to children, teachers, colleagues, visitors etc.
- Understanding and acceptance of the school's policies and guidelines
- Clear and appropriate communication skills
- Ability to take on responsibility
- Ability to use initiative
- Ability to understand, and carry out instructions from Head Teacher or designed supervisor

3. Other Job Specific Requirements

Essential

- Commitment to the Council's Equal Opportunities Policy and the acceptance of their responsibility for its practical application
- Ability to maintain confidentiality relating to all school matters
- Ability to work under pressure
- Willingness to be involved with devising new games and interest for the children during lunch times
- Ability and willingness to provide a written and verbal report of incidents

Desirable

- Interested and motivated towards the job

4. Education and Training

Essential

- An understanding of basic Health and Safety requirements

Desirable

- Willingness to take part in in-service training
- Current recognised First Aid Certificate

5. Disqualifying Factors

Essential

- Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Council's Equal Opportunities Policy.